

DD5 63-1049

Bldg + Gr 3-1
(General)

15 MAR 1963

MEMORANDUM FOR: Assistant Director for Scientific
Intelligence

SUBJECT: Cleaning Services

REFERENCE: Memorandum for the Deputy Director (Support)
from the Assistant Director for Scientific
Intelligence, same subject as above, dated
18 February 1963

1. The inadequacy of cleaning services in the Headquarters building is not confined to your office. It is generally recognized that we are receiving substandard char service and steps have been taken to remedy this condition.

2. Attached are copies of correspondence on this matter. Attachment A is the Deputy Director (Support) memorandum to the Executive Director, and Attachment B is a letter to the Director of Logistics from the GSA Regional Administrator. At the moment, the matter of substandard char service is not being pressed further. We are waiting to see the nature and extent of the response that the GSA gives our appeal for improvement.

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H. GATES LLOYD
Acting Deputy Director
(Support)

Attachments.
As stated

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